

MAY 9 2002
COMDTINST 1401.5X

COMMANDANT INSTRUCTION 1401.5X

Subj: SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)
(b) Title 14, U. S. Code

1. PURPOSE. This Instruction publishes convening dates and promotion zones for ADPL officer personnel boards and panels for promotion year (PY) 2003 **which occurs from 1 July 2002 to 30 June 2003**.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with this Instruction's provisions. Internet released authorized.
3. DIRECTIVE AFFECTED. Schedule of ADPL Officer Personnel Boards and Panels, COMDTINST 1401.5W is canceled on 1 July 2002.
4. RELATED DIRECTIVES. Chapters 1, 5, and 14 of reference (a) contain regulations governing the various officer personnel boards and panels.
5. BOARD PROMOTION ZONES AND CONVENING DATES. This Instruction and enclosure (1), amplified by appropriate message traffic, serve as the official notification required by Section 253 of reference (b). Future messages will announce changes to enclosure (1).
6. SUBMITTING PERFORMANCE EVALUATIONS. Submit Officer Evaluation Reports (OERs) in accordance with Chapter 10 of reference (a), to ensure selection boards and panels have complete, up-to-date information. Under no circumstances shall those officers above the zone, or who are projected to be in the zone for promotion, delay their regular annual or

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	2	1	1	1	1	1	1		2	1				
B		8	10	1	12	12	11	6	6	2	2	3	3	5	1	1	1	6	1	1	2	1	2	1	1	1
C	2	2	2	2	2	1	1	1		1	2	2	1	1	1		1	1	2	1	1	1	1	1	1	1
D	3	1	1	2	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1			1
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F																										
G																										
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semiannual OER past the scheduled due date. For this purpose, estimated zones have been announced by ALCGPERSCOM 029/02 entitled 2002 OER SUBMISSIONS. The schedule of boards and panels was developed to correspond as closely as possible with the OER submission schedule. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall emphasize to supervisors, reporting officers, reviewers, and OER administrators alike, the importance of submitting proper evaluation reports promptly. Enclosure (1) provides information to aid rating chain officials in submitting reports on those officers being considered by selection boards and assignment panels.

7. COMMUNICATIONS TO SELECTION BOARDS. An officer under consideration by a selection board may write to the board President via their chain of command, in care of the Coast Guard Personnel Command (CGPC-opm-1). The letter must arrive at CGPC-opm-1 before the board convenes. Letters may invite attention to any matter in the member's Coast Guard record that will be before the selection board. A communication to a board may not criticize any officer or reflect on any officer's character, conduct, or motive. Endorsements, enclosures or attachments to letters submitted to selection boards shall not include opinions whether a board should select an officer for promotion. See Article 5.A.4.e. of reference (a) for additional guidance.
8. COMMUNICATIONS TO COMMAND SCREENING PANELS. An officer under consideration by a command screening panel may write to the panel President, in care of the Coast Guard Personnel Command (CGPC-opm-2). The letter must arrive at CGPC-opm-2 before the panel convening date. Letters may invite attention to any matter in the member's Coast Guard record that will be before the selection panel. A communication to a panel may not criticize any officer or reflect on any officer's character, conduct, or motive. Attachments or endorsements from the chain of command shall not be included. The electronic resume (e-resume) is not appropriate correspondence to a command screening panel, yet the information communicated may be relayed to the panel by CGPC-opm at the panel's request.
9. COMMUNICATIONS TO CAPTAIN AND COMMANDER ASSIGNMENT PANELS. An officer under consideration by the Captain or Commander assignment panel may write to the panel President, in care of the Coast Guard Personnel Command (CGPC-opm-2). The letter must arrive at CGPC-opm-2 before the panel convenes. Letters may invite attention to any matter in the member's Coast Guard record that will be before the selection panel. A communication to a panel may not criticize any officer or reflect on any officer's character, conduct, or motive. Endorsements from the chain of command shall not be included.

10. ELECTRONIC RESUME.

- a. Command Screening. Officers who wish to be considered for afloat or aviation command at the grade of commander and below must specifically request to be screened via the CGHRMS electronic resume (e-resume). Captains and captains-select who meet the criteria for O-6 afloat or aviation command screening in paragraphs 11.a or 12.a below will automatically be considered by the respective panel, but are nonetheless strongly encouraged to express their desire to be screened in an e-resume. E-resumes requesting afloat or aviation command screening shall be submitted at least 60 days before the screening panel to ensure inclusion in the candidate pool. Screening panels will not consider the e-resume itself, so any communications to the panel should be prepared as described above in paragraph 8.
- b. Senior Service Schools and Strategic Studies Groups. Although consideration for Senior Service Schools is automatic based on year group and rotation date, officers interested in those programs are encouraged to submit an e-resume expressing that interest and, if desired, indicating preference among schools. Senior Service School (SSS) graduates are automatically considered for selection to the CNO Strategic Studies Group (SSG) each year, but other officers are considered only on request. An ALCOAST is released by Commandant (G-CCX) each spring outlining the specific criteria by which officers will be considered for SSS/SSG. E-resumes are provided to the Senior Service School/SSG Selection Panel.

11. AFLOAT COMMAND SCREENING CRITERIA.

- a. O-6 Commands. Panel will consider all O-6s and O-6 selectees who:
 - (1) are in year group 78 or junior (YG77 and senior may be considered if they specifically request screening);
 - (2) are tour complete in 2003, or will complete at least two years in their current assignment by 15 September 2003;
 - (3) have not previously held an O-6 afloat command (this criteria is waived for any O-6 desiring to compete for an O-6 WAGB command); and
 - (4) have served in an O-5 afloat billet since 1 June 1996.
- b. O-5 Commands. Panel will consider all O-5s and O-5 selectees who:
 - (1) request screening;
 - (2) are tour complete in 2003, or will complete at least two years in their current assignment by 15 September 2003;
 - (3) have not previously held an O-5 afloat command; and

- (4) have served in an O-4 CO/XO afloat billet since 1 June 1996.
- c. **O-4 Commands**. Panel will consider all O-4s and O-4 selectees who:
 - (1) request screening;
 - (2) are not currently afloat;
 - (3) are tour complete in 2003, or will complete at least two years in their current assignment by 15 September 2003;
 - (4) have not previously held an O-4 afloat command.
 - (5) have served afloat since 1 June 1996. A previous ATON afloat tour is necessary to be considered for WLB command.
- d. **O-3 Commands**. Panel will consider all O-3s and O-3 selectees who:
 - (1) request screening;
 - (2) are tour complete in 2003, or will complete at least two years in their current assignment by 15 September 2003;
 - (3) have not previously held an O-3 afloat command;
 - (4) have completed two tours afloat; and
 - (5) have served afloat since 1 June 1996. A previous ATON afloat tour is necessary to be considered for WLM command.
- e. **O-2 Commands**. Panel will consider all O-2s and O-1s who:
 - (1) request screening;
 - (2) are currently afloat in their initial afloat tour, or are second-tour Navy Exchange or WHEC Weapons Officers; and
 - (3) are tour complete in assignment year 2003.
- f. **CWO Commands**. Panel will consider all CWO(BOSN)s who:
 - (1) request screening;
 - (2) have served in a CWO(BOSN) afloat billet since 1 June 1996; and
 - (3) are tour complete in 2003, or will complete at least two years in their current assignment by 15 September 2003;

Sitting/incumbent CO's are not required to re-screen to compete for a potential back-to-back afloat command in the same class of vessel.

Panel will additionally consider enlisted members above the cut on the 2003 CWO (BOSN) eligibility list who:

- (a) request screening;
- (b) have served as a cutter OINC or XPO since 1 June 1996.

- g. The screening panels will select a number consistent with Service needs and sufficient to provide assignment flexibility.
- h. With the exception of enlisted members above the cut on the 2003 CWO (BOSN) eligibility list, members must be in an active commissioned status to be eligible to compete in a command afloat screening. Therefore, officers participating in the Care of Newborn Children (CNC) or Temporary Separation program are not eligible to compete in a command afloat screening until they return to a commissioned status and meet all other screening criteria.
- i. Members who have been selected for flight school are not eligible to compete in a command afloat screening panel.
- j. Members who are serving in DUINS TABS (post-graduate education) will be expected to fulfill obligated service in a follow-on assignment within their specialty/program, and are thus not eligible to compete in a command afloat screening panel.
- k. Questions about procedures or eligibility for afloat command screening can be directed to the Afloat Assignment Officer at 202-267-1678 or, for O-6 commands, the Pre-Continuation Captain Assignment Officer at 202-267-2533.

12. AVIATION COMMAND SCREENING CRITERIA.

- a. **O-6 Commands.** Panel will consider all O-6s and O-6 selectees who:
 - (1) are in year group 78 or junior (YGs 76 & 77 maybe considered if they specifically request screening);
 - (2) are tour complete in 2003, or will complete at least two years in their current assignment by 15 September 2003;
 - (3) are not currently in command of an aviation unit;
 - (4) have served in a DIFOPS billet since 1 June 1996; and
 - (5) served at least 2 years in an approved pre-command aviation assignment.
- b. **O-5 Commands.** Panel will consider all O-5s who:
 - (1) request screening;
 - (2) are in year group 85 or senior;
 - (3) are tour complete in 2003, or will complete at least two years in their current assignment by 15 September 2003;
 - (4) are not currently in command of an aviation unit;
 - (5) have served in a DIFOPS billet since 1 June 1996; and
 - (6) served at least 2 years in an approved pre-command aviation assignment.

- c. The screening panel will select a number consistent with Service needs and sufficient to provide assignment flexibility.
 - d. Questions about procedures or eligibility for aviation command screening can be directed to the Aviation Assignment Officer at 202-267-1680, or, for O-6 commands, the Pre-Continuation Captain Assignment Officer at 202-267-2533.
13. REVIEW OF RECORDS. All officers under consideration by upcoming boards and panels are encouraged to review their official record maintained by Coast Guard Personnel Command (CGPC-adm-3). For copies or to schedule an appointment contact 202-267-1624.



RLAMES

Encl: (1) Promotion Year 2003 Officer Personnel Board/Panel Schedule

PROMOTION YEAR 2003 SCHEDULE OF ADPL OFFICER PERSONNEL BOARDS AND PANELS

CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
1 July 2002	Reserve Officer Extension Board	Officers who meet all requirements. Reserve officers scheduled for release from active duty between 1 Nov 02 and 30 Apr 03. See note 5.	Requirements contained in Art. 1.B.2, PERSMAN, COMDTINST, M1000.6A. Request deadline: 10 Jun 02. See note 3.
8 July 2002	RADM Selection Board	See note 2.	CAPTs with 1 Jul 00 or earlier dates of rank are eligible for consideration.
8 July 2002	CAPT Continuation Board	See note 2.	
15 July 2002	CAPT Selection Board	See notes 1 and 2.	CDRs with 1 Jul 99 or earlier dates of rank are eligible for consideration.
15 July 2002	PCTS Selection Board	See note 2.	
29 July 2002	CDR Selection Board	See notes 1 and 2.	LCDRs with 1 Jul 99 or earlier dates of rank are eligible for consideration.
19 August 2002	LCDR Selection Board	See notes 1 and 2.	LTs with 1 Jul 00 or earlier dates of rank are eligible for consideration.
5 September 2002	Rear Admiral Continuation Board	See note 2	
9 September 2002	Senior Service School and Strategic Studies Groups Selection Panel	The year groups under consideration for SSS are 81, 82, 83, and 84; SSG primary year groups 77-81, O-6 and O-6(s) . The member must meet the criteria in the ALDIST published by G-CCX in the spring.	Interested officers should submit e-resume indicating school preferences. See solicitation messages for further information.
17 September 2002	Afloat Command Screening Panel (O6/O5)	O6s, O5s, and officers selected to those grades, YG 78 and junior.	

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CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
23 September 2002	LT Selection Board	See notes 1 and 2. OERs for LTJGs in zone will be submitted for period ending 30 June vice 31 July 02.	LTJGs with 30 Jun 01 or earlier dates of rank are eligible for consideration.
24 September 2002	Aviation Command Screening Panel	O6s, O6-selects and O5s, YG 78 and junior.	
9 October 2002	RPA Selection Board	See note 2.	See Art. 5.A.6, PERSMAN, COMDTINST M1000.6A.
9 October 2002.	RPA CAPT Continuation Board	See note 6.	See Art 14.A.20, PERSMAN, COMDTINST M1000.6A.
21 October 2002	CWO to LT Selection Board	Applicants must meet eligibility requirements established by Art. 5.B.10, PERSMAN, COMDTINST M1000.6A. See note 7.	Application deadline for those specialties being considered: 30 Sep 02. See note 5.
22 October 2002	Afloat Command Screening Panel (CWO)	Not applicable.	Eligible CWO(BOSNs).
28 October 2002	CWO Selection Board and CWO Selective Early Retirement Board (SERB)	See note 2. CWOs with DORs of 15 Dec 99 or earlier will be eligible.	See Section 5.B.PERSMAN, COMDTINST M1000.6A.
12 November 2002	Afloat Command Screening Panel (O4/O3/O2)	Not applicable.	Eligible LCDRs, LTs, LTJGs and ENSs.
13 November 2002	PHS Assignment Panel	Not applicable.	All USPHS officers detailed to duty with USCG.
20 November 2002	LTJG Selection Board	ENSs with 1 Aug 01 through 31 Jan 02 dates of rank. Board may select all those eligible.	
7 January 2003	CAPT Assignment Panel	Not applicable.	The panel will consider all CAPTs and CAPT selectees.

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CONVENING DATE	BOARD OR PANEL	ZONE	COMMENTS
14 January 2003	RPA Designation Board (Phase 1)	See note 4.	See Art. 1.B.3 AND 14.A.17, PERSMAN, COMDTINST M1000.6A. Request deadline: 16 Dec 02. See note 5.
22 January 2003	Reserve Officer Extension Board	Reserve officers scheduled for release from active duty between 1 May 03 and 31 Oct 03. A message will announce those eligible.	Requirements contained in Art. 1.B.2, PERSMAN, COMDTINST M1000.6A. Request deadline: 1 Jan 03. See notes 3 and 5.
4 February 2003	CDR Assignment Panel	Not applicable.	The panel will consider all CDRs and CDR selectees.
10 June 2003	LTJG Selection Board	ENSs with 1 Feb 02 through 31 Jul 02 dates of rank. Board may select all of those eligible.	
16 June 2003	CWO Appointment Board	Not applicable.	See Section 1.D, PERSMAN, COMDTINST M1000.6A. Eligibility requirements deadline: 1 Jan 03. See note 5.

- NOTES:**
1. The number of officers included in an ADPL promotion zone is calculated in a two-step process. First, the number of officers to be selected is determined based on projected vacancies. Second, the actual zone sizes are determined by establishing the opportunity of selection for each grade.
 2. A message will announce the zone and the number to be selected.
 3. Reserve officers whose active duty agreements expire during the indicated period and who do not apply will be released when their Extended Active Duty Agreement (EAD) expires.
 4. A message will announce the number to be selected. A Phase II will be scheduled separately, if necessary.
 5. Submit applications to Commander, Coast Guard Personnel Command (CGPC-opm-1).
 6. The decision to hold the RPA CAPT Continuation Board will be determined at a later date.
 7. A message will announce the number to be selected and the criteria. Applications will additionally be considered for all CWO2s in zone for CWO3 in the 28 October 2002 CWO Selection Board.